

~~SECRET~~**Office of Logistics****Staff Meeting****n o t e s**

Listed below are the topics that were discussed at the D/L staff meeting on 13 Nov 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

13 November 1987

1. We are pleased to announce the promotion of 53 Office of Logistics employees. Promotion certificates were presented to these deserving careerists on 13 November. Four secretaries were promoted; 20 employees were promoted to GS-08; 21 careerists received promotions to GS-09; and eight employees were promoted to GS-14. Congratulations to all! Attachment C contains a detailed listing of the individuals who received promotions. [redacted]

2. [redacted] was presented the Career Intelligence Medal on 6 November 1987 in recognition of his exceptional achievements with the Office of Logistics for over thirty-six years. [redacted] began his career as a photographer and served in a variety of increasingly responsible positions within the Printing and Photography Division. He concluded his career as Chief of the Photography Branch. George became known as the Agency's authority on all matters relating to motion picture photography. [redacted] unstinting efforts contributed substantially to the mission of OL and upheld the highest standards of his profession. During his career, he received approximately 50 letters of appreciation/commendations, as well as two Quality Step Increases. [redacted]

3. [redacted] Logistics Officer assigned to the Office of Development and Engineering, [redacted] was presented with an Exceptional Accomplishment Award on 6 November 1987 during the period of March through October 1987. Janet demonstrated a hands-on approach by getting involved in all aspects of contracts. Her performance has been superb within this highly technical and dynamic environment. She has become effective, responsive, and knowledgeable in a very short period of time. Janet's fine performance was duly recognized by her customers. [redacted]

4. [redacted] was presented with a Quality Step Increase on 4 November for her outstanding performance

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25X1 during the past eleven months, while assigned to the [redacted]
25X1 Logistics Branch, SD. During this time, [redacted] was
responsible for the acquisition of sensitive, non-government
attributable materiel. Debbie excelled in each assigned task.
She exhibited a high degree of enthusiasm and a sustained
willingness to tackle any job. Her versatility is evident by
25X1 her excellent performance in the fields of procurement,
facilities management, and supply. [redacted]

25X1 5. [redacted] has once again graciously volunteered to
serve as Chairman of the OL Christmas Party Committee. Thanks
to the hard work of the many volunteers last year, OL had one
of the best Christmas parties ever! If you would like to serve
on the committee, please contact Marie, Brenda, or Dawna on
25X1 [redacted] or Karl on [redacted] A
25X1 meeting of all volunteers is scheduled for 30 November at 1100
hours in Room 2C19 [redacted]

6. The Office of Personnel advises that the Agency's
Combined Federal Campaign (CFC) is in full swing. As of
29 October, CFC contributions totaled \$53,065, 11 percent of
the Agency's goal. Contributions to the Agency's Educational
Aid Fund and Public Service Aid Society to date total \$8,941
and \$5,442, respectively. As of 12 November, OL contributions
totaled \$22,774.00; just \$2,337.00 from reaching our goal.
25X1 Let's support the hard work of [redacted] and the key
25X1 personnel in contributing to this very worthy cause. [redacted]

7. One of our principal goals in the Office of Logistics
is to provide logistical support to the entire Agency which is
second to none--the best! In order to attain this level of
achievement, we must have the total cooperation and dedication
of each Logistics' careerist. We will succeed if each employee
pursues the steps to superior service. Please consult
Attachment B to measure how you, as an individual, are doing in
25X1 helping us to achieve our objective. [redacted]

8. The Office of Training and Education (OTE) personnel
visited Central Texas College in Killeen, Texas, to discuss the
development and implementation of a college-level program for
Agency secretaries leading to a two-year Associate of Arts
Degree. Representatives of the college will be following up
with a visit to OTE to review Agency secretarial training
courses and determine how they will fit into the overall
25X1 program. [redacted]

25X1 9. The Office of Communication (OC) reports that during
25X1 FY 1987 its network processed [redacted] messages, an increase
25X1 of 10.5 percent over 1986. OC transmitted a record [redacted]
[redacted] messages, a 77-percent increase over

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25X1 FY 1986 and supported [] overseas facilities, three more than
25X1 last year. []

25X1 10. On 6 November, the removal and disposition of all excess furniture from Key Building was completed by the the Building Services Branch, FMD. Reusable items were diverted to the General Services Administration (GSA) for rehabilitation; the remainder of the materiel was disposed of as scrap. Six trailer loads of reusable furniture were sent to GSA. []

25X1 11. The Agency formally accepted the office space on the 5th floor, North Tower, of the New Headquarters Building on 30 October. []

25X1 12. On 3 and 4 November, representatives from the Offices of Logistics, Technical Service, and Medical Services, met with Smith, Hinchman, and Grylls Associates in Detroit to discuss redesign of the northwest and northeast quadrants of the ground floor in the New Headquarters Building. A follow-up meeting is scheduled for 16 November for the 35-percent review of design drawings and specifications. []

25X1 13. At approximately 1840 hours on 8 November, smoke detectors from two different alarm zones in GE 78 Headquarters went into alarm causing the sprinklers to activate. In the confusion that followed, the Emergency Power Off switch was pushed, resulting in a shutdown of the Northside Computer Center, the Data Base Control Center, and the Ruffing Center. It took Allied personnel until 0400 on 9 November to bring all systems back into operation. []

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from IMSS
- C. Promotion List

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ATTACHMENT A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can do" image of our office:

25X1 [redacted] Motor Pool, FMD, was the recipient of a
25X1 note from [redacted]
dated 20 October 1987, for his assistance in transporting the
DCI Area secretaries to and from Fredericksburg on
1 and 2 October.

25X1 The Printing and Photography Division (P&PD) and the
25X1 Design and Presentation Center (DPC), P&PD, received a letter
of appreciation, dated 30 October 1987, from [redacted]
[redacted] (PPS)/DO, for the
25X1 priority request for briefing boards and viewgraphs for PPS.
[redacted] stated that DPC and P&PD understood the urgency of
25X1 the matter and provided excellent material to PPS at the time
requested. [redacted]

25X1 [redacted]

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ITEM OF INTEREST

Office of Logistics Checklist for Superior Service

One of the most critical goals of the Office of Logistics (OL) is to provide the Agency with the best possible logistical support worldwide. In order to ensure customer satisfaction, we must constantly strive to improve OL's services. Our success in this effort depends upon the dedication and cooperation of every OL employee. The entire Office is judged by the service you provide as an individual. Every person makes a difference!

- ☐ Are you an OL "team player"?
- ☐ Do you know your role in our mission?
- ☐ Do you take pride in your work?
- ☐ Are you courteous and polite in all your dealings with customers?
- ☐ Do you treat people as special?
- ☐ Do you have a positive, "can do" attitude?
- ☐ Do you understand the customer's needs?
- ☐ Do you anticipate rather than react?
- ☐ Do you help customers develop requirements and plan ahead?
- ☐ Do you look for solutions or alternatives?
- ☐ Do you respond promptly?
- ☐ Do you always explain time frames and delays?
- ☐ Do you continue to give follow-up reports?
- ☐ Are you streamlining procedures and reducing paperwork?
- ☐ Are you communicating effectively?

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